



All finalists for positions with the City of Richardson will be notified by their interviewer that they must successfully pass a drug test prior to employment with the City. Applicants may choose the facility most convenient for them from the following choices.

Accu-Chem

990 N. Bowser Rd
Richardson, TX 75080
(972) 234-5577

PrimaCare

1810 N. Plano Rd.
Richardson, TX 75081
(972) 664-9888

To Whom It May Concern:

This will authorize you to collect a urine sample from the applicant named below, for the purpose of a complete drug screen. Please send the same to Accu-Chem for analysis. Charges for this procedure should be billed to the City of Richardson at the following address:

CONFIDENTIAL

City of Richardson Human Resources Department
Attention: Assistant Director of Human Resources
P. O. Box 830309
Richardson, TX 75083-0309

If there are any questions, call (972) 744-4003 for Marty Brennan (Assistant Director of Human Resources) or (972) 744-4002 for Phyllis Stadler (Director of Human Resources).

Applicants must bring a picture ID (driver's license, DART ID, school ID), and if under 18 years of age must have parental consent to provide sample.

Applicant's Name

Sincerely,

Department Head Name

Department

Date

Note to Departments: Letter is for positions not requiring a Commercial Driver's License.

P.O. Box
830309
Richardson, TX
75083-0309